

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION <b>Staff Services Analyst</b>		POSITION NUMBER <b>541-027-5157-xxx</b>	MCR <b>I</b>	RPA # <b>004-CDF</b>
APPOINTEE		DIVISION/SECTION <b>CALFED Administration/BSFM-MAO</b>		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Colleen Kirtlan</b>	SUPERVISOR'S CLASSIFICATION <b>Staff Services Manager II (Supv)</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lillian Castro</b>			DATE <b>6/27/07</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:  Under supervision from the Chief, Human Resources and Program Support Services, the SSA performs analytical and business services work in the areas of Management Analysis and Business Services/Facilities Management.				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
60%	<p>Management Analysis - Reviews and analyzes existing administrative policies and procedures and drafts proposed revisions or new policies and procedures based on changes in law, regulation, or State policy. This includes researching best practices and conducting business process analysis and recommending improvements. Acts as Forms Coordinator for CBDP; revises existing forms and creates new forms based on business process analysis and in accordance with State standards for forms design.</p> <p>Assists the CBDP Intranet content manager by leading effort to redesign CALFED Intranet site, which includes reviewing and documenting existing content and making recommendations for retention or removal. Coordinates with other Administrative Services units to obtain updated content. Reviews for readability and consistency with acceptable design; edits as appropriate. Works with IT Unit staff to implement approved updates.</p> <p>As Records Management Program coordinator, organizes and conducts comprehensive assessment of the records retention system and completes records retention schedules as required every five years, which includes filing systems, record retention, records storage, and disposal. Consults with CBDP Chief Counsel regarding potential litigation holds. Develops filing system procedures and forms. Maintains records program, prepares reports, and acts as liaison with State Records Center and Department of General Services. Facilitates the shipment of records to the State Records Center and maintains tracking system for all boxes shipped. Provides training for other staff to utilize records and library program.</p>			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Colleen Kirtlan</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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25%	<p>Researches options for an electronic document management system and works with the Chief Counsel and IT Unit to develop a proposed solution and implementation plan.</p> <p>Responds to requests for reports from control agencies by conducting surveys, reviews, and questionnaires within the program and preparing the consolidated reports for the requesting agency.</p> <p>Procurement and Inventory - Prepares purchase requisitions for all non-IT goods and services for the CBDP. Researches product availability and solicits offers from vendors using existing purchasing resources such as LPAs and CSSI, following procedures as defined in the CBDP Purchasing Procedure. Oversees maintenance of CBDP supply room inventory, stocking of satellite supply stations and copier/printer stations, and filling of supply orders submitted by CBDP employees; monitors stock to ensure that appropriate supply levels are maintained; oversees maintenance of supply inventory control database; generates reports. Oversees mailroom operations; manages postal accounts (postage meter, bulk mail account, business reply mail); tracks expenditures and prepares requisitions when funds are low. Tracks mailroom equipment consumables and reorders as needed.</p> <p>Serves as CBDP Commuter Subsidy Program Coordinator. Monitors inventory of voucher checks and reorders when needed. Maintains log of voucher checks; monitors monthly disbursements to ensure they are documented appropriately.</p>			
10%	<p>Facilities Management and Security - Receives and processes building services requests from CBDP staff or via the Help Desk; logs into database. Prepares and follows up on work requests which may include ventilation, lighting, plumbing, electrical, painting, and janitorial services. Coordinates meeting room reconfigurations and equipment as requested by meeting originator. Serves as alternate liaison and coordinator between CBDP and GSA and onsite building maintenance contractor regarding all facilities-related issues. Ensures that CBDP is in compliance with all State and federal policies and procedures related to energy conservation and recycling; develops and implements procedures as needed. Keeps CBDP staff informed regarding any facilities-related issues such as construction projects, power outages, etc. Issues hard keys to CBDP staff; maintains records of all hard keys assigned to staff. Acts as back-up to the AGPA in Business Services on facilities issues.</p> <p>Assists AGPA in Business Services with building access and security matters, including but not limited to: Issuing photo identification cards and building key cards to CBDP staff and maintaining records of cardholders; updating and maintaining 5th floor security program access permissions into the computerized keycard entry system; acting as alternate liaison with DHS and FPS on building security issues; notifying all CBDP employees of any potential security problems that may affect building access.</p>			
5%	<p>Emergency Preparedness and Response - Serves as Emergency Response Team (ERT) leader and backup Emergency Preparedness Coordinator. Assists AGPA with training CBDP's emergency team and staff. Coordinates ERT meetings and monitors First Aid/CPR certifications. Maintains ERT handouts and first aid equipment.</p>			

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